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Date: December 2, 2015  
To: Great Basin Interagency Wildland Fire Community  
From: Chair, Great Basin Coordinating Group  
Subject: Incident Management Team Nominations

Nominations for Great Basin Incident Management Teams (IMTs) and Rocky Basin Buying Teams are now open. Nominations will be submitted via the Incident Command Application System (ICAP). The official site is located at: <http://www.nwportal.fs.usda.gov/>. However it is recommended that applicants access ICAP from the Great Basin Coordination Center (GBCC) website: <http://gacc.nifc.gov/gbcc/overhead.php>. Detailed instructions are posted here for convenience, as well as attached to this letter. **Please read the ICAP instructions prior to applying through ICAP.** **Nominations need to be submitted no later than January 8, 2016.**

**Buying Teams:** The Rocky Basin Buying Teams (BUYTs) will sponsor both National and Geographic BUYTs. All applicants in **both Great Basin and Rocky Mountain** Areas interested in being rostered on a National BUYT **must submit an application through the Great Basin nomination process**. Those employees interested in being rostered only on a Geographic Team will submit nominations through ICAP within their respective GACC.

**Team Rotations:** The Great Basin currently sponsors two Type 1 Incident Management Teams and five Type 2 Incident Management Teams. Type 1 Incident Management Teams are expected to be available on a year around basis. Type 1 Incident Management Teams also share a National rotation with other Geographic Areas. Type 2 IMT's typically remain available from mid-May until mid to late October. Incident Management Teams are assigned based on an established team rotation schedule. Type 1 IMT's are on-call for a rotation period of one week. Type 2 IMT's are on-call for a [three week rotation](#) period with alternating first, second and third teams out (click link for an example).

**Selection:** The GBCC strongly encourages applicants interested in operations ***positions to consider applying to other functions, specifically Plans, Logistics, Air and Finance.*** Typically the Great Basin receives more operations related nominations (Division Group Supervisor, Operations Section Chief, and associated trainees) than we have vacancies while shortages continue to grow in the other areas. Applicants interested in branching out into other functions should coordinate with their local unit and Great Basin Operations Committee agency representative regarding training needs and other requirements that may be identified when applying to an alternative functional area. Selections are made by priorities listed below:

- Agency (Federal/State/Tribal/Cooperators) full time employees in GBCC
- Agency – out of GBCC
- Administratively Determined (AD) in GBCC
- Administratively Determined (AD) out of GBCC

- Cooperators – out of GBCC
- Supplemental Fire Department Resources (SFDR)

**Term:** All IMT members excluding Incident Commanders will be required to re-apply on an annual basis. Incident Commanders will be selected every three years, however, Deputy Incident Commanders and IC Trainees will be selected on an annual basis. Supplemental information (KSA's) are required for these positions and selections are made in the early fall. **Nominations for those positions also need to be submitted through ICAP.**

**Administratively Determined (AD)'s:** The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they can flourish within a team environment. AD's are an integral component to the successful operation of the Great Basin IMT's. For many positions they are the only applicants or are the "best" fit. We need to continue this good work, however, in the spirit of succession planning for the future, the use of AD's when there are qualified Agency/State/Cooperator personnel who have applied and are available should be the exception, not the rule.

If an agency resource becomes available for a position that is held by an AD, the AD may be replaced by the regular agency resource and/or as trainees become fully qualified. Replacements will not occur during an AD's one year tenure after being selected, but should take place at annual team selections unless other arrangements have been made.

**Team Succession Planning:** Current and future team members will be encouraged to continue to progress upward through qualifications in an effort to obtain higher qualifications, thus enabling GB to fill shortages in critical leadership positions, as opposed to occupying a single position for several years, such as Division Supervisor. This can preclude opportunities for newly qualified individuals to gain valuable experience. Each Great Basin Incident Commander will be responsible for developing an "IMT Succession Plan" for their team and be prepared to articulate such at the Team Selection meeting.

All candidates for S-520 and L-481 must perform as a trainee (task book initiated) on a Type 1 (for S-520) or Type 2 (for L-481) prior to attending the course. Based on the recommendation of an Incident Commander this requirement may be waived on a case by case basis. Final approval will be made by the Great Basin Operations Committee.

**Type 3 Teams:** We understand and appreciate the time commitment you and your supervisor make in supporting the Great Basin IMTs. If that level of commitment is something you cannot currently support, we encourage you to look within your local interagency zone and support the growing number of organized Type 3 IMTs. Just as in the Type 1 and 2 ranks, staff interested in supporting Logistics, Plans, and Finance are in short supply. These Type 3 IMTs play a key role in managing emerging and extended attack fires and their success allows for the proper use and assignment of limited Type 1 and 2 IMTs.

The selection of all positions on Great Basin Incident Management Teams will take place on February 2 & 3, 2016. If you have any questions please contact Beth Lund, Chair Great Basin Operations Committee at 801-625-5513.

***/s/ Jessica Wade***

Jessica Wade

Great Basin Coordinating Group Chair